

STATEMENT OF WORK (SOW)

September 22, 2021

1. PROJECT TITLE: Defining a Diversity, Equity and Inclusion Strategy

2. BACKGROUND:

A contractor that provides Diversity, Equity & Inclusion research, individualized consultative services, benchmarking database support and access to subject matter experts aligned to their key DEI initiatives is requested for the Environmental Protection Agency, Office of Mission Support, Office of Human Resources, Diversity, Outreach and Employee Services Division.

The contractor must have worked with large organizations to help them explore, pursue, and complete ongoing work related to functional transformations. These individuals will serve as full-time researchers, economists, consultants content experts and technology analysts in the HR practice. EPA will gain essential perspective, best practices, tools, toolkits spanning all HR challenges and sub-functions and obtain the study of frontier practices of the world's leading organizations in Diversity, Equity & Inclusion Research, and Benchmarking.

3. SCOPE: The following DE&I support services are required:

- Assess the current state of D&I at your organization,
- Craft a global D&I strategy to support your organization's business and talent priorities,
- Prioritize action steps to achieve the D&I objectives,
- Establish a global D&I governance mechanism, and
- Communicate the global D&I strategy to key stakeholder groups.

4. APPLICABLE DOCUMENTS: See attached.

5. SPECIFIC TASKS: Provide EPA's Office of Human Resources Diversity Outreach Manager access to a self-service benchmarking platform to explore Diversity, Equity & Inclusion metrics, and resources to support the strategy development and continuous improvement to key Diversity, Equity & Inclusion practices.

Set forth below are the deliverables for the Individual Access Advisor:

- Gartner Research for Human Resources Roles
- Best practice and decision support content
- Individual Inquiry
- Team Inquiry
- Tools and Templates
- Functional Diagnostics
- Employee Diagnostics
- Peer Benchmarks and Case Studies

- Peer Networking
- Live and Online Peer Meetings
- Webinars
- Reimagine HR Conferences

Set forth below are anticipated deliverables for self-service content:

- Monthly research picks of top curated content
- 500+ pieces of research from all major functional areas: HR, IT, Finance, Marketing, Customer Service, Legal & Compliance
- Always-on and regularly updated COVID-19 and Cost Optimization Resource Centers
- Best practices on managing people, processes, and technologies in different functions.
- 400+ live and on-demand webinars; eligible for continuing education credits
- 345,000+ peer reviews on 6,100+ technology solutions
- Delivers timely and reliable research
- Stay informed of business trends and events.

- 6. DELIVERABLES AND DELIVERY SCHEDULE:** The subscription must be active NLT October 2021. If the program deliverables are unmet between the program start and end dates, our EPA leaders will not be equipped with the skills and abilities needed to execute government operations.
- 7. GOVERNMENT-FURNISHED EQUIPMENT AND INFORMATION:** EPA will not provide government-furnished equipment.
- 8. PLACE OF PERFORMANCE:** Licensed user may access online resources, regardless of location. Travel is unauthorized.
- 9. PERIOD OF PERFORMANCE:**

BASE: 1 year from date of Task Order Award
 OPTION YEAR 1: 1 year
 OPTION YEAR 2: 1 year